

North Carolina Tarheel ChalleNGe Academy
Post Office Box 39
Salemburg, North Carolina 28385

Announcement #: TC 13-05 (Change 2)

Opening Date: 1 July 2013

Closing Date: 30 September 2013

Anticipated Fill Date: 15 October 2013

Position Title: Director

Salary Range: \$58,500 - \$64,500

Duty Location: Sampson County, Salemburg, NC

Employment Status: NC State Personal Service Contract

HOW TO APPLY: Applications are available from Tarheel ChalleNGe Academy, 910/525-5520. Submit a current resume with cover letter summarizing qualifications for the position and an application to address below. Qualified applicants will be interviewed for selection. All interested applicants must submit an application and Knowledge, Skills and Abilities (KSAs) as shown below. Attach a Criminal Background Check from your county of residence (minimum 5 years) to your packet and mail not later than the closing date shown above to: **JFHQ-NC, ATTN: LTC Maury Williams, 1636 Gold Star Drive, Raleigh, North Carolina 27607-3371.**

Applications are also available on our web site: <http://www.ngycp.org/state/nc>

QUALIFICATION REQUIREMENT: Must have six years specialized experience which demonstrates that the applicant has acquired the below listed Knowledge, Skills, and Abilities.

Knowledge, Skills, and Abilities (KSA)

Below are listed the KSA's for this job position. Each applicant must prepare a separate listing (on plain paper) addressing all KSA's and explain the civilian and/or military work experience (with dates) that provide that KSA. These comments must be addressed in the order that they appear. **Failure to include attachment of the KSA statement will result in your application not being considered for employment.** Assistance in completing this KSA statement may be obtained by calling (910) 525-5520.

1. Ability to communicate at National and State levels with groups and individuals on a variety of Youth Program matters.
2. Ability to develop and administer an educational curriculum, plans and procedures to ensure instructional goals are being achieved by the teachers, cadre and support personnel.
3. Ability to manage budget and resources accordingly.
4. Knowledge of the Youth ChalleNGe Program or similar programs and its responsibilities.
5. Ability to command a very strict disciplined environment and impose discipline when required.
6. Ability to interact effectively with education, government, community, business, juvenile system and military officials to promote the Challenge Program.

CONDITIONS OF EMPLOYMENT: Occupants of this position must: (a) agree to participate in the random drug testing program for staff and students involved in the ChalleNGe program; (b) be able to furnish a favorable criminal background check.

EVALUATION FACTORS USED: (1) Personal interviews. (2) Review of the applications. (3) The KSA statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The person in this position receives direction and guidance from the Deputy Director, North Carolina National Guard. The purpose of this position is to plan, develop, administer and manage the Tarheel ChalleNGe Academy to include marketing and fundraising to the private sector and the State. Will manage all day to day operations of the Academy; develop, implement and revise policies relating to Academy operations; develop and implement contracts and agreements relating to Academy operations; manage Academy budget and all program funds; promote a positive public image for the Academy through day to day operations, news releases, announcements, speaking engagements, etc.; function as final approval authority for all work projects, Academy schedules, educational programming, community service projects, etc.; ensure that the Academy conforms to all local, state, federal and National Guard statutes and regulations; select the Academy staff and provide for requirements as needed; establish and evaluate staff performance and performance standards; supervise and evaluate the conducting of the Challenge core components; promote acceptance and adherence to Equal Opportunity and Equal Employment Opportunity for all staff and prospective staff; Transport and supervise cadets when participating in off-site Academy activities; perform all other duties assigned. Additionally, Contractor agrees to comply with all applicable federal and state regulations relating to the ChalleNGe Academy, to include but not limited to, submission to urinalysis and blood screening/testing.

EDUCATION AND EXPERIENCE:

1. Bachelor degree is required.
2. Six (6) years of progressively responsible general experience in one or more of the following areas: management in a human service organization, working with youth in a counseling or guidance capacity, developing programs for youth or other similar experience in managing an educational training program.
3. Three (3) year of experience must be of a specialized nature managing a youth service organization, developing plans for youth intervention or supervising personnel in a service or military environment.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy will be given the broadest possible dissemination. A copy of this announcement will have the option of being posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: Applicants are requested to identify on a separate sheet of paper, their race and national origin from one of the following categories: male or female; Native American, Pacific Islander, Black and not of Hispanic origin; Hispanic; or White and not of Hispanic Origin. Submission of this information is voluntary and will be used in support of the North Carolina National Guard Equal Employment and Affirmative Action Program.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974
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